

**Youth Services
Community Based Services
Social Services Staff Orientation & Training Checklist**

Activity/Task		Staff Initials and Date	Supervisor Proxy Initials and Date
1.	Tour of office/facility and introduction to staff, officers and supervisors.		
2.	Assignment of personal office space and provision of supplies.		
3.	Instructions on use of telephone, vehicle logs, doors and security system.		
4.	Overview of organization, structure and function of Corrections Services & Office of Juvenile Justice		
5.	Location of Regional Offices, Chain of Command for Social Services Staff and CBS.		
6.	General Office Procedures to include requisition process, access to on-call/duty officer, daily check in process, use of office email, etc.		
7.	Introduction and reference to La. Children's Code: Delinquency Procedures		
8.	JETS System and reports/documents within the system.		
9.	Review of Case Record with focus on implementation of policy on Youth Records.		
10.	Review of policy on Treatment & Auxiliary Services		
11.	Training on the following a. Mental Health Training Curriculum b. Motivational Interviewing c. Moving the Margins d. Adolescent Development e. Cultural Diversity f. EAP Policy g. LAMOD h. PREA i. LGBTIQ		
12.	Continuing Education Expectations and Social Services Staff Training and CE Policy		
13.	Education and Training of Corrections/Juvenile Justice Staff by SS staff		
14.	(If applicable) Orientation to Juvenile Sex Offender Treatment Program Curriculum and its uses.		

I have completed the above listed topics of orientation:

Social Services Staff

Date

Supervisor

Date